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8 May 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: [REDACTED]

Chief, Psychological Services Division
Office of Medical Services

SUBJECT: Establishment of Uniform Testing Policy

REFERENCES: (A) Memo from DDCI to C/PSD on this and other topics dated 14 November 1980

(B) Memo from C/PSD to DDCI on comprehensive testing policy dated 13 March 1981

1. Reference A charged Chief, Psychological Services Division, with the responsibility for submitting recommendations, coordinated with the Directors of Training and Education and Personnel Policy, Planning, and Management, on the establishment of uniform testing policy in CIA. This was done in Reference B submitted to your office on 13 March 1981. I subsequently learned [REDACTED] that the Office of Equal Employment Opportunity had expressed to you reservations about the uniform testing policy recommendations as submitted. In looking into this matter I learned that the EEO Office had inadvertently been omitted in Mr. Carlucci's memorandum of 14 November 1980 (Reference A) from the list of Agency components with whom uniform testing policy recommendations should be coordinated. I learned this through discussions with O/EEO officials and through examination of the final version of the Agency's Uniform Guidelines on Employee Selection Procedures: Implementation Plan, which I had not seen previously. Based on these developments, I proposed to you [REDACTED] that a panel be formed to study further the establishment of uniform testing policy and that all Agency groups with a direct vested interest in this problem be represented on the panel. At present, this panel is chaired by me and contains representatives from the Offices of Personnel Policy, Planning, and Management, Training and Education, and Equal Employment Opportunity, as well as representatives from the Psychological Services Division, Office of Medical Services.

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2. Based on the results of the initial meeting of the panel, which was held on 21 April 1981, it was proposed that the panel would:

- A. Survey the Agency to insure that all components who routinely administer tests as part of employment selection processing are known to the panel so that uniform testing policy recommendations applicable to all Agency testing can be developed. Representatives from components who engage in specialized testing would be asked to sit on the panel on an ad hoc basis.
- B. Identify and solicit the views of Agency components who have no direct role in the administration of employment tests, but who nevertheless might have strong interests in the establishment of uniform testing policy.
- C. Review the attempts of other organizations, both inside and outside the federal government, to establish uniform testing policy. The panel would like to discuss this issue with representatives from other organizations faced with this particular aspect of uniform guidelines implementation.

3. On or about 1 October 1981, the panel would hope to be in a position to submit to you a detailed plan and timetable for the establishment of uniform testing policy. The panel foresees submission of a draft Headquarters Notice on uniform testing policy for regulatory coordination in accordance with the timetable to be submitted to you on or about 1 October 1981. In order to accomplish these objectives, the panel plans to meet at least once every two weeks, and more often if necessary.



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